

# **Demolition Application Notice Report Historic Preservation Commission 2010**

## **Overview:**

Section 29-21.4 of the City's Code of Ordinances was amended December 1, 2008 to authorize the Historic Preservation Commission (HPC) to review demolition permit applications. In March of 2010, demolition on the "Highway Building" at 900 Old 63 N., a locally-recognized Most Notable Property, was begun without a demolition permit. While a permit was eventually obtained by the property owner, in August of 2010 the City Council, after requesting a report and recommendation from the Historic Preservation Commission, amended ordinances §108.2.2 and §113.4 to raise the demolition permit fee to better reflect administrative costs and to create stricter penalties for demolition without a permit.

Currently, the demolition permit fee is \$50.00 dollars for residential buildings and \$100.00 for commercial buildings. The penalty for demolition of a structure without a permit is a fine of \$1.00 per gross above ground square footage in addition to non-compliance penalties described in §113.4(1). If the structure is a "historic resource" as described in §3303.7, the fine is \$2.00 per gross above ground square footage (in addition to assessing non-compliance penalties).

## **Demolition Application Summary:**

There were roughly 30% more demolitions in 2010 than there were from December of 2008 through December of 2009. In 2009 (and December of 2009), the HPC reviewed 28 demolition permit applications for 32 properties, 22 of which were over 50 years old. From January of 2010 through December of 2010, the HPC reviewed applications for 47 structures, 31 of which were fifty years or older.

As in 2009, most applications in 2010 were for single-family residences over fifty years old; however, the Commission also reviewed commercial/office and multi-family structures. Of the 31 potentially historic properties (50 years +), the HPC pursued action/ plans to pursue action in three instances (900 Old 63 N., the 6 East Walnut bungalows owned by Stephens College, and 1300 and 1306 Rosemary Lane in the East Campus Historic District). Past action has ranged from initiating contact with property owners to discuss alternatives, assisting in historic salvage and documentation, and revision of the City Code of Ordinances.

In addition to the locally recognized Most Notable Property at 900 Old 63 N., which prompted an ordinance revision, the HPC received a notice to demolish two buildings located in the National Register recognized East Campus Historic District, 1300 and 1306 Rosemary Lane, in December of 2010. At their January

4, 2011 meeting, the Commission discussed speaking with the property owners about alternatives and salvage.

While the HPC does not have the authority to deny an application for a demolition permit, if a property is a locally recognized landmark or located within a historic preservation overlay district, the HPC may recommend the Public Works Director issue a stop work order for a demolition which would require a certificate of appropriateness for which a certificate has not been issued or to stop work that violates the conditions of a certificate (§29-21.4 D-13). 900 Old 63 N., and 1300 and 1306 Rosemary Lane, while recognized as historic structures by the HPC, do not fall under this provision as the properties are not recognized landmarks under the HP overlay district.

The demolition notice review process and powers and duties of the HPC are detailed below and a list of the properties reviewed in 2010 is attached.

### **Demolition Permit Process:**

As per §3303.7 of the City's Code of Ordinances, an application for a demolition permit is held by the Building and Site Development Division (BSDD) for ten business days to allow for review by the HPC. When a demolition permit application is received by BSDD, a demolition notice is immediately forwarded to the Planning Department. Planning staff signs and dates the notice form and the ten-day hold begins. So as to provide adequate time for review by the HPC, planning staff performs the following tasks immediately after receiving the demolition notice:

- 1) Demolition Application Notice & Notice Receipt forms are scanned;
- 2) The Boone County Assessor's property summary page is generated to indicate the property type, year built, owner, and other applicable information (and scanned to the file);
- 3) The property is mapped and checked against the City's historic preservation planning documents to determine if the property may be a "historic resource" (in a historic district or surveyed area, recognized as one of the City's Most Notable Properties, or recognized by the National Register of Historic Places);
- 4) A site visit is conducted, and pictures are taken if the structure is more than fifty years old (as per local and national recognition standards fifty years is the threshold for properties to be potentially significant);
- 5) The above documents and information is sent to each of the HP Commissioners within 24 hours of when the notice is received by the department. A map of the property is sent if it has the potential to be a historic resource (see criteria under task #3), or if staff feels the property will be difficult to find. Commissioners are encouraged to personally visit properties that are of interest or have the potential to be historically significant.
- 6) BSDD staff places a demolition notice sign in front of the property once notice of the application has been provided to the Planning Department. The sign, which lists the Planning Department's contact information, is displayed on the property for the duration of the ten-day hold.

**Powers and Duties of the Historic Preservation Commission:**

According to §29-21.4, the HPC is authorized to:

- 1) Review and comment on applications for demolition permits referred to the commission by the building official pursuant to the Building Code of Columbia, Missouri;
- 2) Advise the property owner of any historical significance of the building to be demolished and recommend alternatives; and
- 3) Document historic resources to be demolished.

**Notes:**

- “Demolition” means removal of more than twenty-five percent (25%) of the exterior wall or walls facing a public street or removal of fifty percent (50%) of all exterior walls (§3303.7).
- “Historic Resource” means any structure that: 1) Is fifty (50) years old or older; or 2) Is located in a historic resources survey area; or 3) is within an actual or proposed National Register of Historic Places district; or 4) has been recognized or nominated by the Historic Preservation Commission as a “most notable property” (§3303.7).
- The fee for a permit for the demolition of a building or structure is: Residential - \$50.00, Commercial - \$100.00 (§108.2.2).
- A \$2,000 Cash Performance Bond is required for each demolition permit.
- Exceptions to the demolition ordinance, §3303.7:
  - 1) A building or structure that has been determined to be a public nuisance and dangerous to the health, safety or general welfare under the Property Maintenance Code of Columbia, Missouri.
  - 2) A building or structure that the City, before December 1, 2008, has authorized to be demolished.
  - 3) Interior demolition.
  - 4) An accessory building or structure that is not contemporary with an historic resource.
  - 5) A building or structure for which the State Historic Preservation Office, Department of Natural Resources, has completed a Section 106 review and returned a finding of no historic significance.
  - 6) A building or structure that is subject to the certificate of appropriateness provisions of Sec. 29-21.4 of the Code of Ordinances, Columbia, MO.

**Ordinances:**

Historic Preservation Commission Powers and Duties, §29-21.4 D:

[http://www.gocolumbiamo.com/Council/Columbia\\_Code\\_of\\_Ordinances/Chapter\\_29/21.4.html](http://www.gocolumbiamo.com/Council/Columbia_Code_of_Ordinances/Chapter_29/21.4.html)

Historic Preservation Commission Review of Demolition Permits, §3303.7:  
[http://www.gocolumbiamo.com/Council/Columbia\\_Code\\_of\\_Ordinances/Chapter\\_6/17.html](http://www.gocolumbiamo.com/Council/Columbia_Code_of_Ordinances/Chapter_6/17.html)

Demolition Permit Fees, §108.2.2, and Violation Penalties, §113.4:  
[http://www.gocolumbiamo.com/Council/Columbia\\_Code\\_of\\_Ordinances/Chapter\\_6/17.html](http://www.gocolumbiamo.com/Council/Columbia_Code_of_Ordinances/Chapter_6/17.html)

## Appendix A: 2010 Demolition Notice Activity

| Notice Date: | Property Address:            | Year Built:* | Age: | Historic Designation:** | HPC Action:  |
|--------------|------------------------------|--------------|------|-------------------------|--|
| 1/15/2010    | 401 Duncan St.               | 1948         | 62   | N/A                     | Review   |
| 2/12/2010    | 1813 Monroe St.              | 1985         | 25   | N/A                     | Review   |
| 2/15/2010    | 1007 Wilkes                  | 1976         | 34   | N/A                     | Review   |
| 3/31/2010    | 808 Old 63 N.                | 1900         | 110  | N/A                     | Review   |
| 3/31/2010    | 900 Old 63 N.                | 1930         | 80   | Most Notable (2009)     | Discussion of alts with owner; historic salvage undertaken; demo ord. revision to address demo w/o permit occurred following this instance |
| 4/6/2010     | 814 Rollins Road             | 1920         | 90   | N/A                     | Review   |
| 4/20/2010    | 406 Circus Ave.              | 1910         | 100  | N/A                     | Review   |
| 4/20/2010    | 700 Rogers St.               | 1920         | 90   | N/A                     | Review   |
| 4/20/2010    | 705 Lyon                     | 1915         | 95   | N/A                     | Review   |
| 4/23/2010    | 1001 Westport                | 1967         | 43   | N/A                     | Review   |
| 4/23/2010    | 7200 E. ABC Labs, Bld. D     | 1980***      | 30   | N/A                     | Review   |
| 4/30/2010    | 1000 W. Worley               | 1950         | 60   | N/A                     | Review   |
| 5/10/2010    | 716 W. Sexton                | 1960         | 50   | N/A                     | Review   |
| 6/1/2010     | 3405 Zinnia Dr.              | 1940         | 70   | N/A                     | Review   |
| 6/1/2010     | 3407 Zinnia Dr.              | 1975         | 35   | N/A                     | Review   |
| 6/29/2010    | 1807 Monroe St.              | 1900         | 110  | N/A                     | Review   |
| 7/29/2010    | 709 Clinkscales              | 1950         | 60   | N/A                     | Review   |
| 8/16/2010    | 301 Oak St.                  | 1920         | 90   | N/A                     | Review   |
| 9/8/2010     | 1002 Locust St.              | 1957         | 53   | N/A                     | Review   |
| 9/28/2010    | 413 Fifth St.                | 1910         | 100  | N/A                     | Review   |
| 10/5/2010    | 804 Broadhead                | 1945         | 65   | N/A                     | Review   |
| 10/6/2010    | 3510 Rock Quarry             | 1960         | 50   | N/A                     | Review   |
| 10/14/2010   | 16 Miller Dr. (Lenoir Woods) | ***          | ***  | N/A                     | Review   |
| 10/14/2010   | 18 Miller Dr. (Lenoir Woods) | ***          | ***  | N/A                     | Review   |
| 10/15/2010   | 19 Miller Dr. (Lenoir Woods) | ***          | ***  | N/A                     | Review   |
| 10/16/2010   | 20 Miller Dr. (Lenoir Woods) | ***          | ***  | N/A                     | Review   |
| 10/17/2010   | 22 Miller Dr. (Lenoir Woods) | ***          | ***  | N/A                     | Review   |
| 10/18/2010   | 17 Lemmon Dr. (Lenoir Woods) | ***          | ***  | N/A                     | Review   |
| 10/19/2010   | 1200 Coats St.               | 1898         | 112  | N/A                     | Review   |

|            |                                   |      |     |                                  |   |
|------------|-----------------------------------|------|-----|----------------------------------|---|
| 10/20/2010 | 1407 W. Broadway                  | 1949 | 61  | N/A                              | Review  |
| 10/20/2010 | 19 Lemmon Dr. (Lenoir Woods)      | ***  | *** | N/A                              | Review  |
| 10/22/2010 | 21 Lemmon Dr. (Lenoir Woods)      | ***  | *** | N/A                              | Review  |
| 10/24/2010 | 23 Lemmon Dr. (Lenoir Woods)      | ***  | *** | N/A                              | Review  |
| 10/25/2010 | 3612 S. Lenoir St. (Lenoir Woods) | ***  | *** | N/A                              | Review  |
| 10/26/2010 | 1500 E. Walnut (Stephens College) | 1930 | 80  | N/A                              | Discussion of alts; historic salvage undertaken |
| 10/27/2010 | 1502 E. Walnut (Stephens College) | 1930 | 80  | N/A                              | Discussion of alts; historic salvage undertaken |
| 10/28/2010 | 1504 E. Walnut (Stephens College) | 1930 | 80  | N/A                              | Discussion of alts; historic salvage undertaken |
| 10/29/2010 | 1506 E. Walnut (Stephens College) | 1930 | 80  | N/A                              | Discussion of alts; historic salvage undertaken |
| 10/30/2010 | 1508 E. Walnut (Stephens College) | 1930 | 80  | N/A                              | Discussion of alts; historic salvage undertaken |
| 10/31/2010 | 1510 E. Walnut (Stephens College) | 1930 | 80  | N/A                              | Discussion of alts; historic salvage undertaken |
| 11/10/2010 | 10 Bourn Ave.                     | 1959 | 51  | N/A                              | Review  |
| 11/11/2010 | 2100 W. Broadway                  | 1940 | 70  | N/A                              | Review  |
| 11/12/2010 | 2104 W. Broadway                  | 1958 | 52  | N/A                              | Review  |
| 12/16/2010 | 1300 Rosemary Ln.                 | 1926 | 84  | NR East Campus Historic District | Discussion of alts planned                      |
| 12/16/2010 | 1306 Rosemary Ln.                 | 1914 | 93  | NR East Campus Historic District | Discussion of alts planned                      |
| 12/16/2010 | 520 College Avenue                | 1964 | 46  | N/A                              | Review  |
| 12/22/2010 | 413 W. Ash                        | 1920 | 90  | NA                               | Review  |

\*Year Built: Estimate according to Boone County MO Assessor

\*\*Historic Designation: Indicates the building or structure is in a historic district, and/or is a landmark, and/or has otherwise been recognized as historically significant

\*\*\*Unknown but less than 50 years

## Appendix B: Demolition Permit Application

### DEMOLITION PERMIT APPLICATION

City of Columbia Public Works Department / Protective Inspection Division  
701 E. Broadway, Columbia, Missouri 65201  
Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

|                   |                    |                    |          |
|-------------------|--------------------|--------------------|----------|
| BUILDING ADDRESS: |                    | PROPERTY ZONING:   | PERMIT # |
| PROPERTY USE:     | CONSTRUCTION TYPE: | LEGAL DESCRIPTION: |          |
| CONTRACTOR:       |                    | BUILDING OWNER:    |          |
| ADDRESS:          |                    | ADDRESS:           |          |
| CITY, STATE, ZIP  |                    | CITY, STATE, ZIP   |          |
| TELEPHONE NUMBER: |                    | TELEPHONE NUMBER:  |          |
| E-MAIL ADDRESS:   |                    | E-MAIL ADDRESS:    |          |

REQUIREMENTS FOR DEMOLITION PERMIT

\_\_\_\_\_  
[Inspectors Initials] For occupancy **other than** one and two family, submit copies of written notice to adjoining property (lot) owners of intent to demolish building. To be delivered one week prior to commencement of work per IBC, Section 3307.1

\_\_\_\_\_  
[Inspectors Initials] Utilities disconnect certificate for **gas** per IBC, Section 3303.6  
Contact Ameron UE Phone 573-876-3048

\_\_\_\_\_  
[Inspectors Initials] Utilities disconnect certificate for **water** per IBC, Section 3303.6  
Visit Utility Accounts Department, 701 E. Broadway, Consolidated Water District, 1500 N. 7<sup>th</sup> St.

\_\_\_\_\_  
[Inspectors Initials] Utilities disconnect certificate for **electric** per IBC, Section 3303.6  
Visit Utility Accounts Department, 701 E. Broadway, Boone Electric Cooperative 1413 Rangeline St.

\_\_\_\_\_  
[Inspectors Initials] Results of sewer tap inspection by City Sewer Maintenance Division  
Contact the Sewer Maintenance Superintendent, phone # 874-6287.

\_\_\_\_\_  
[Inspectors Initials] Refundable cash bond of \$2000.00.

\_\_\_\_\_  
[Inspectors Initials] Submitted Historic Preservation Commission Intent to Demolish Structure.  
Date Submitted \_\_\_\_\_ Ten (10) working day delay required.

I hereby acknowledge that I have read this application and state that the above is correct and I agree to comply with the city ordinances and state laws, regulating building demolition.

|                              |      |             |
|------------------------------|------|-------------|
| GENERAL CONTRACTOR SIGNATURE | DATE | APPROVED BY |
|------------------------------|------|-------------|

Last amendment December 20, 2008

## Appendix C: Demolition Application Notice & Notice Receipt

### NOTICE TO CITY OF COLUMBIA HISTORIC PRESERVATION

### COMMISSION OF THE INTENT TO DEMOLISH A STRUCTURE

City of Columbia Public Works Department / Protective Inspection Division

701 E. Broadway, Columbia, Missouri 65201

Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

|                            |                            |
|----------------------------|----------------------------|
| BUILDING ADDRESS:          |                            |
| CONTRACTOR:                | BUILDING OWNER:            |
| ADDRESS:                   | ADDRESS:                   |
| CITY, STATE, ZIP           | CITY, STATE, ZIP           |
| TELEPHONE NUMBER:          | TELEPHONE NUMBER:          |
| FAX NUMBER:                | FAX NUMBER:                |
| E-MAIL ADDRESS: (Required) | E-MAIL ADDRESS: (Required) |

**Check which applies:**

☐ Demolition permit applied for on \_\_\_\_\_.

☐ I intend to apply for a demolition permit for a building at the above address

**To the best of your knowledge:**

Is the building or structure to be demolished more than fifty (50) years old?  
Yes                      No

Is the building or structure in a historic district, is it a landmark, or has it otherwise been recognized as historically significant?    Yes                      No

**Name Printed** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Received by Planning and Development Department for the Historic Preservation**

**Commission:** \_\_\_\_\_.

Amended December 20, 2008

# **NOTIFICATION RECEIPT**

City of Columbia Public Works Department / Protective Inspection Division  
701 E. Broadway, Columbia, Missouri 65201  
Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

A NOTICE TO CITY OF COLUMBIA HISTORIC PRESERVATION  
COMMISSION OF THE INTENT TO DEMOLISH A STRUCTURE  
WAS SUBMITTED TO THE DEPARTMENT OF PLANNING AND  
DEVELOPMENT:

BUILDING ADDRESS: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

NOTICE RECEIVED BY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE PROPERTY POSTED WITH SIGN \_\_\_\_\_

DATE SIGN WAS REMOVED \_\_\_\_\_